



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221011-0059	TCAR Date	: 26-10-2022
TCAR Status	: POSTED TO SAP	Department	: OPERATOR TRAINER
Employee SN	: 00004762	Division	: MINING MKT&SLS
Employee Name	: NURUL YAKIN	Branch	: HEAD OFFICE
Employee Email	: NURUL.YAKIN@TRAKINDO.CO.ID	Cost Center	: 10Z0210FC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE15243	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
17-10-2022	Air	Jakarta - Banjarmasin	3175101601770006	08118515294		travel to Muara Teweh
17-10-2022	Air	Banjarmasin - MUARA TEWEH	3175101601770006	08118515294		Conduct Operator training customer Muara Teweh
04-11-2022	Air	MUARA TEWEH - Banjarmasin	3175101601770006	08118515294		Back to home
04-11-2022	Air	Banjarmasin - Jakarta	3175101601770006	08118515294		Back to home

Estimation COST from Travel Agent : IDR 0.00 (*The price excludes admin fees and taxes*)

Cash Detail

Cash Advanced Usage Date : 17-10-2022 to 04-11-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Laundry saat travel	IDR	500,000.00
Domestic Travel - Meals	15xRp.175000 = Rp.2.625.000 Meal saat travel	IDR	2,625,000.00
Domestic Travel - Public Transportation	taksi bandara hotel PP.	IDR	400,000.00

Total IDR : Rp 3,525,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00024554	PUTUT EKO SURYANTORO	SUPERIOR	putut.suryantoro@trakindo.co.id	APPROVED
10000547	MARTIN JOHN WILLIAMS	SUPERIOR	martin.williams@trakindo.co.id	APPROVED

I hereby declare all the information above is true and correct, supported by adequate information as required by the Company policies in filing a Travel & Cash Advance request. I have read and understand the Company policies regarding the use of cash advance as well as the settlement requirement. I have

responsibility to settle this advance **no later than the end of the month of returning from travel** as regulated by the Company policies. I understand that fail in settle this advance will result in rejection in filing another Travel & Cash Advance Request and any other disciplinary actions based on Company policies. Any unsettled advances **will be wholly deducted from my salary** in one time deduction.

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